Part 1

OPERATIONAL DESCRIPTION

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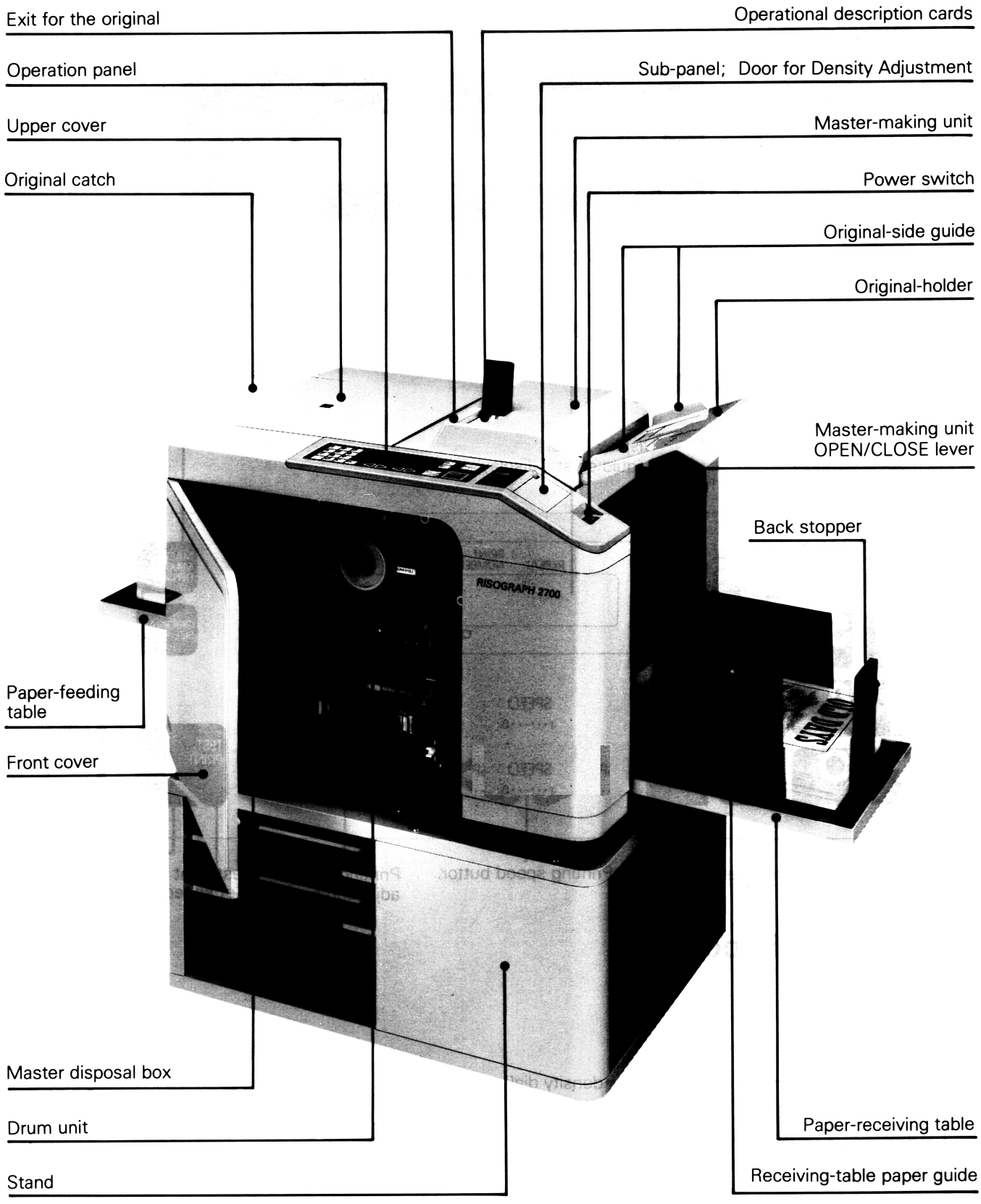
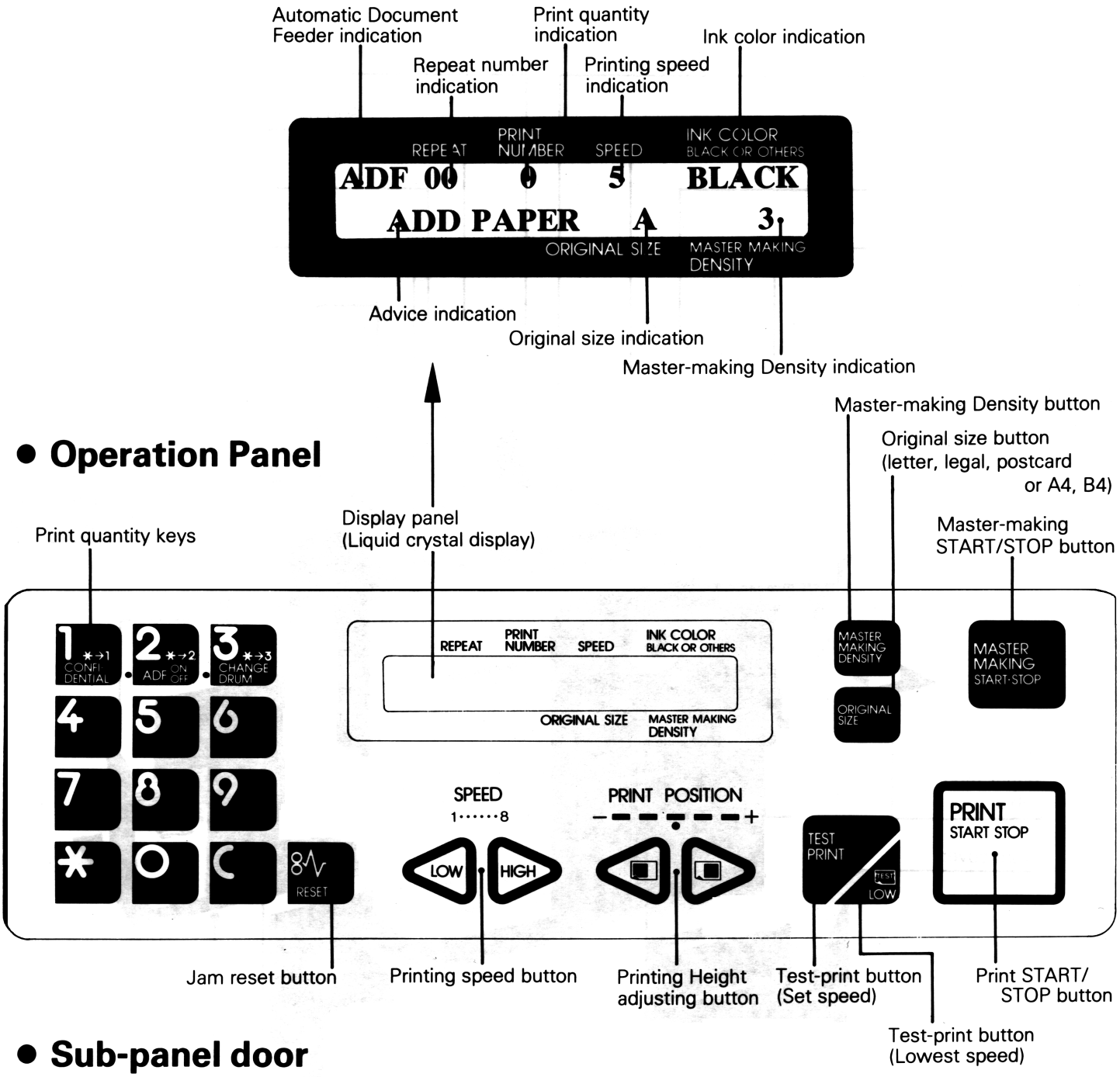
OPERATION PROCEDURE (Operation Manual)

Names of the Components

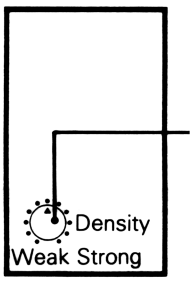


Description of the Operation Panel



• Operation Panel

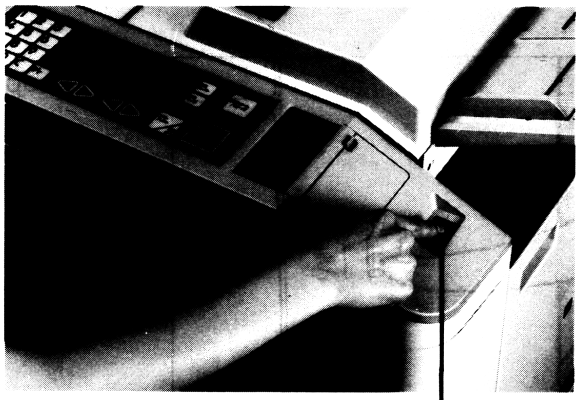
• Sub-panel door



– Master-making density dial

Starting the machine

1. Turn on power switch:
   I · · · · · · · · Switch ON
   O · · · · · · · · Switch OFF



Power switch

2. When the power switch is turned on, "READY" will appear on the display panel for two seconds, and the last program entered will be displayed.

READY

3. When the paper-feeding table is empty, "ADD PAPER" indication will appear on the display panel.
   Add paper to the paper-feeding table, and the indication will disappear.

ADD PAPER

➡ See P.4 — 5

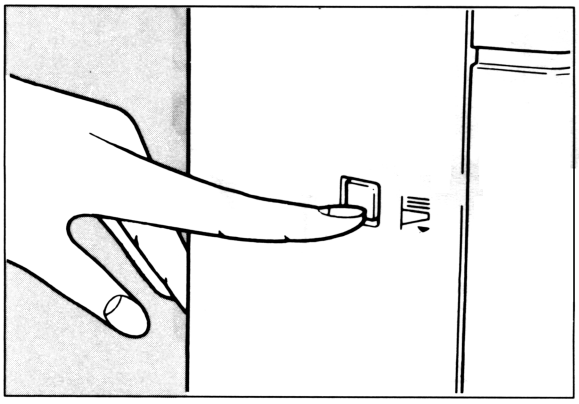
4. When paper is on (or paper has been added), the indication shown to the right (as an example) will appear and the machine will now be ready to operate.

ADF 10 30 5 BLACK
A 3

(The last program entered will be displayed)

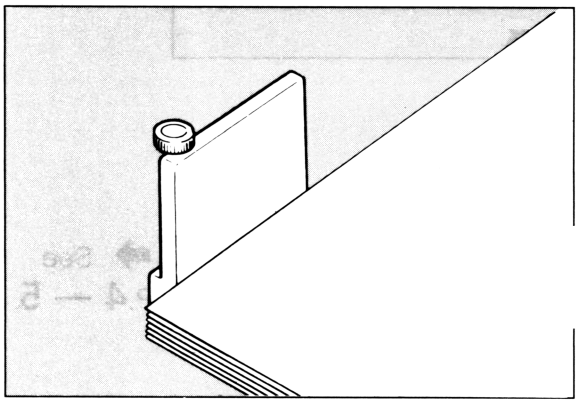
How To Operate

1 Adding Paper and Setting the Paper Guides

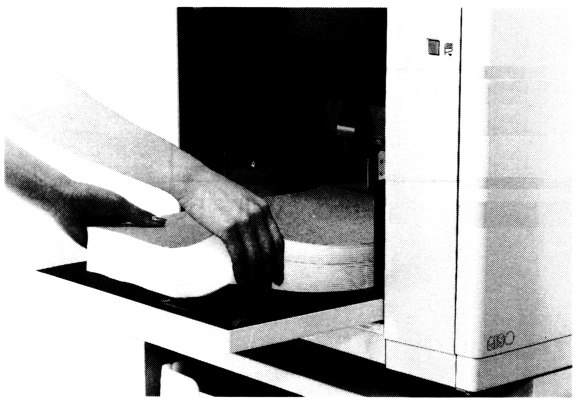


1. Pull open the paper-feeding table.

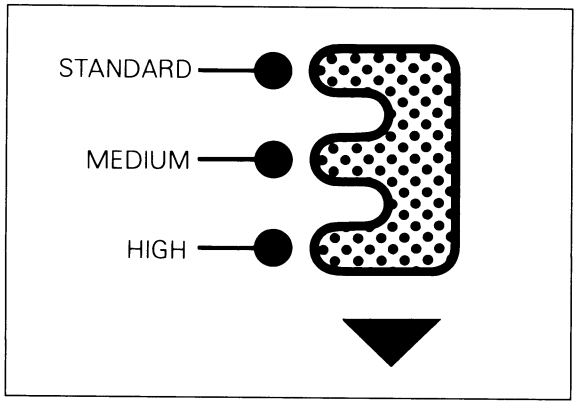
   If the paper-feeding table is raised, lower it by depressing the table release button.



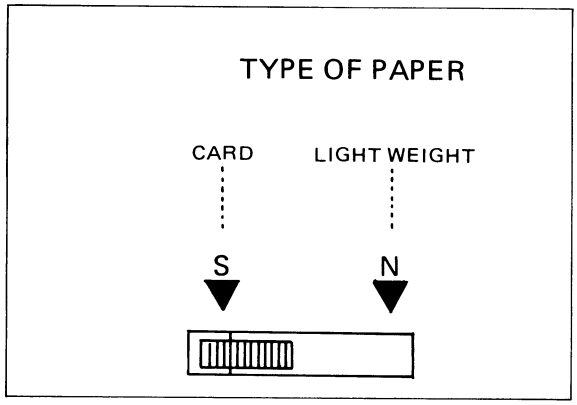
2. Loosen the locking screw located on the top of the left-side guide. Both side guides are now free and can be moved inward or outward simultaneously as required.



3. Place paper on the table and adjust the side guides so that they lightly touch both sides of paper. Then tighten the locking screw to secure the side guides.



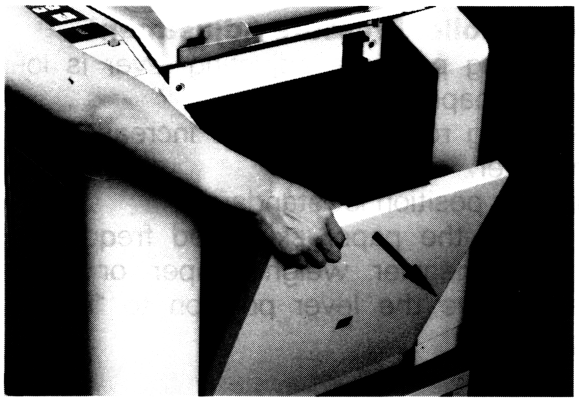
- **Paper-feeding Roller Pressure Adjustment**
  The paper-feeding pressure adjusting lever is located above the paper-feeding roller.
  The paper-feeding roller pressure is increased by lowering the lever.
  The normal lever position is "standard".
  However, should the paper skip feed frequently or when using heavier weight paper or card stock, please move the lever position to "medium" or "high".



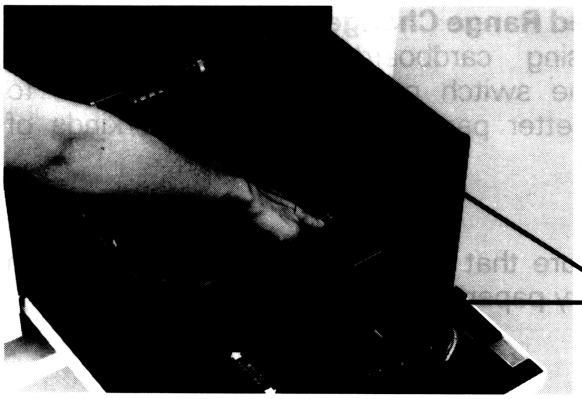
- **Paper-feed Range Change Switch**
  When using cardboard or post-card paper; change the switch position from "N" to "S" to get the better paper feeding for these kinds of paper.

Note:
Please be sure that the switch position is at "N" in using ordinary paper (not too heavy paper).

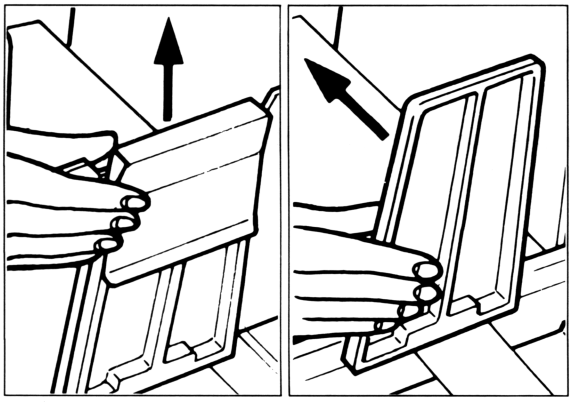
2 Setting Paper-receiving Table



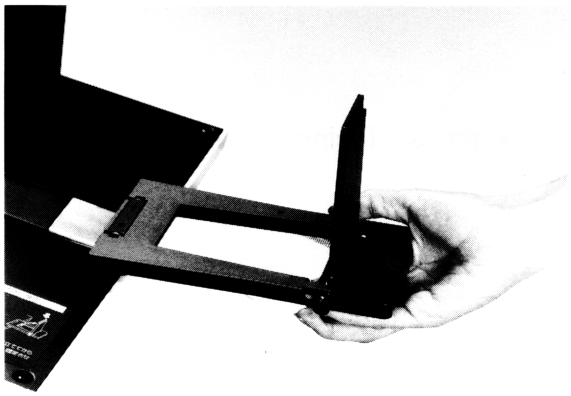
1. Pull open the paper-receiving table.



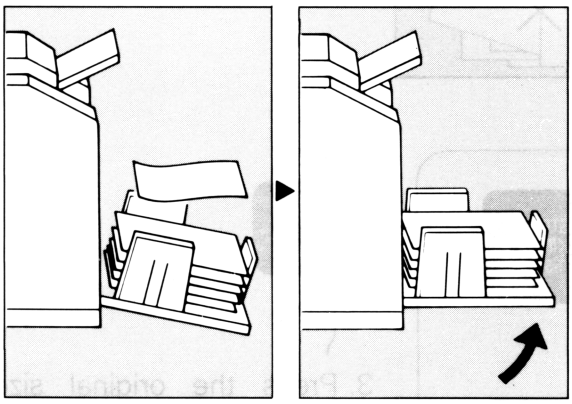
2. Open the receiving-table paper guides, and adjust them for the size of the paper being used.



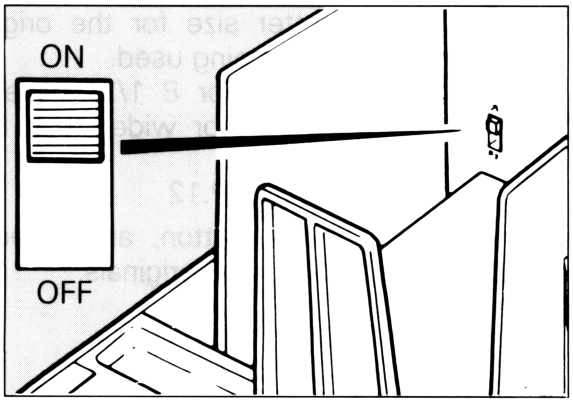
- **When using the paper that is smaller than 10" × 15" (B4)**
  Remove the large-size adaptor and set the back stopper at the position fit for the paper being used.



- **When the paper is ledger size (11" × 17" or A3 size)**
  Lay down the back stopper and raise the extention stopper.



- **If paper jumps over the back stopper during printing**
  Set the paper-reveiving table horizontal.
  The table is normally used at an inclined position.

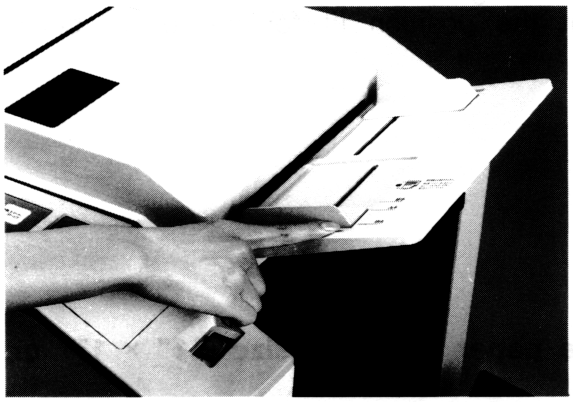


- **When you want to lower the paper transfer fan noise**
  Turn the noise reduction switch ON. When switched ON, the fan will change the speed to low and reduce the noise

Note For print speeds 1 — 4, the switch may be ON to reduce the noise.
However; When using the print speed 4 — 8, the switch should be OFF to ensure the correct paper transfer to the receiving table.

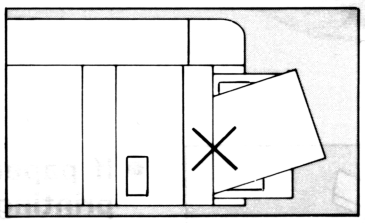
3 Printing

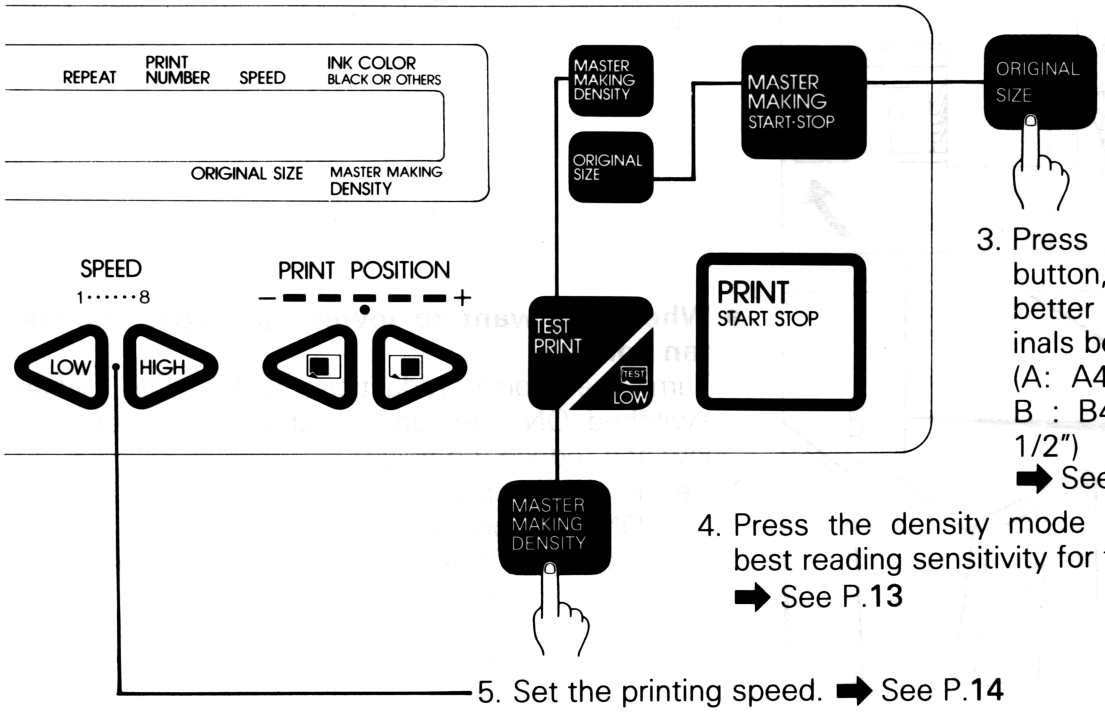
- When you want to feed the originals automatically, program ADF for Repeat function.
  ➡ See P.**20** & P.**21**
  When AFD is not required, you may cancel it. ➡ See P.**20** & P.**21**



1. Set the original-side guides to the original size.

2. Insert the originals facing upwards in the original-holder.

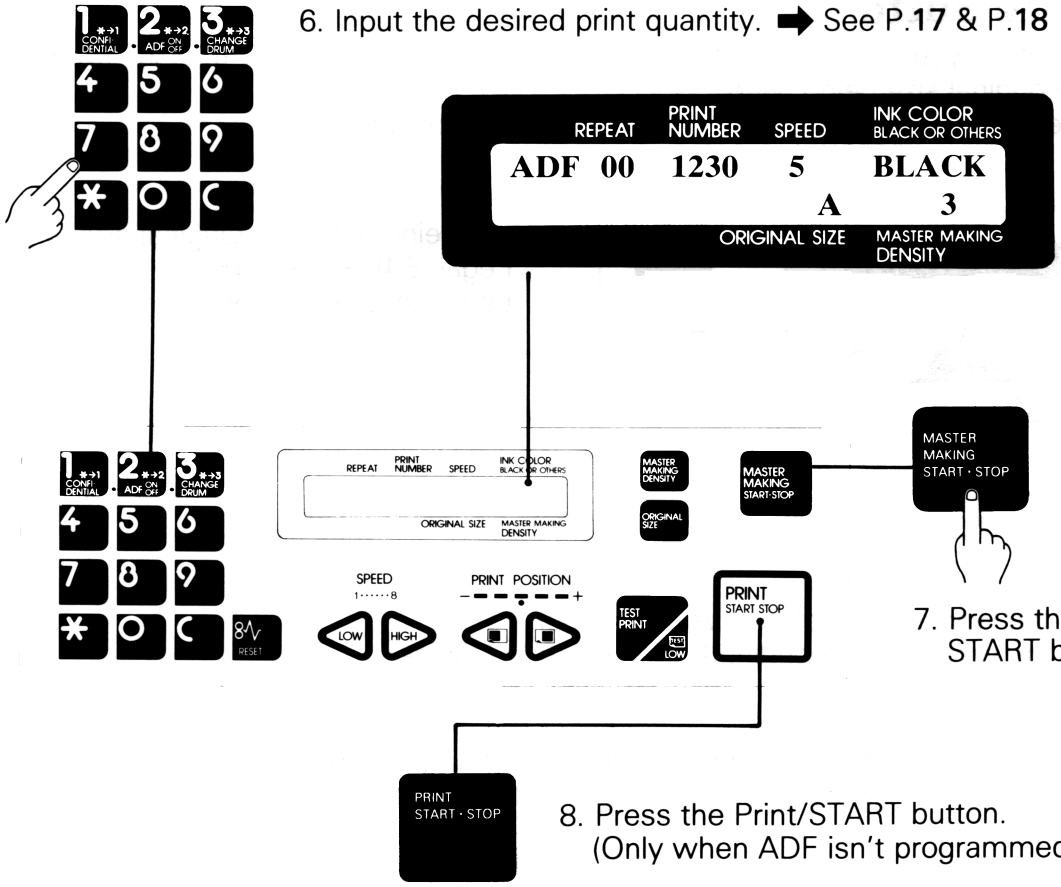




3. Press the original size button, and select the better size for the originals being used.
   (A: A4 or 8 1/2" wide; B : B4 or wider than 8 1/2")
   ➡ See P.12

4. Press the density mode button, and select the best reading sensitivity for the originals.
   ➡ See P.**13**

5. Set the printing speed. ➡ See P.**14**



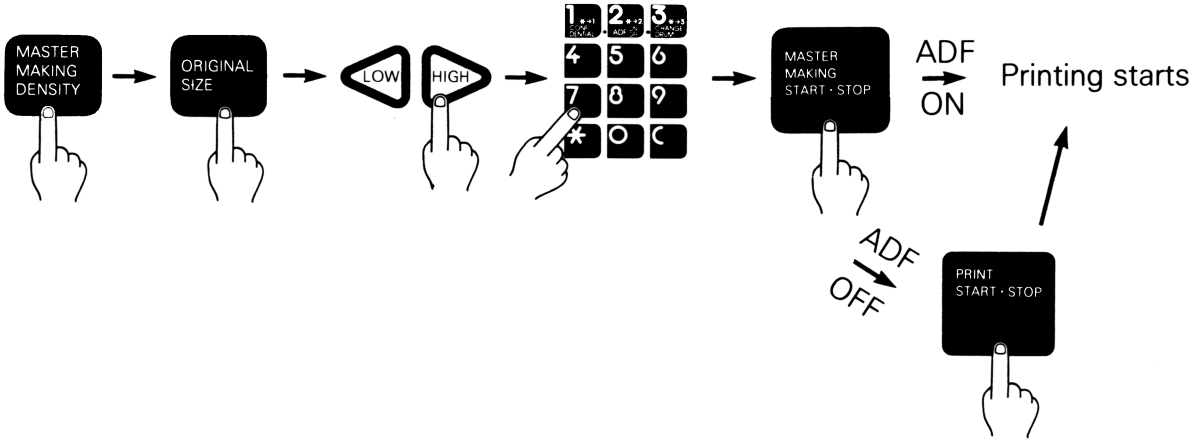
6. Input the desired print quantity. ➡ See P.17 & P.18

7. Press the Master-Making/ START button.

8. Press the Print/START button. (Only when ADF isn't programmed.)

Printing starts

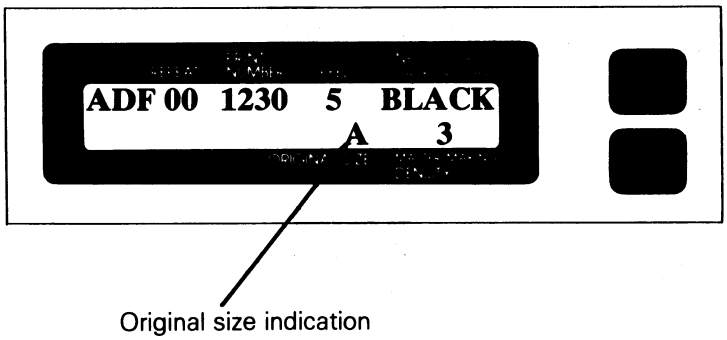
• The operational process of printing



Adjusting for the original size

● Original Size Button

By pressing this button, you can change the original-reading width, from A to B or from B to A, according to the original size being used.
And the selected reading width will be indicated on the display panel.



Original being used	Original size setting.
Legal (B4)	B
Letter (A4)	A

- For B: can read the whole width of B4 size (10" wide).
  For A: can read the width corresponding to A4 size (8 1/2" wide).

ATTENTION
If you print letter size (or A4 size) sheets of paper setting the original reading width corresponding to B size, you will be liable to make the back side of paper dirty in printing legal size (or B4 size) paper.